

# LOS ANGELES COUNTY SMALL BUSINESS COMMISSION

## REGULAR MEETING

### MINUTES

Internal Services Department Headquarters  
1100 N. Eastern Avenue, Los Angeles, CA 90063  
Wednesday, December 7, 2016  
10:00 a.m. - 12:00 p.m.

**Item 1: Call to Order** Co-Chair R. Christine Hershey called the meeting to order at 10:05 a.m.

**Item 2: Roll call and Confirmation of Quorum** Roll call was taken and the quorum requirement was met.

**Present:** Diane Araujo, Rose Acosta-Yonai, Ray Bishop, Sharon E. Brown, Kerry Doi, Jozef Essavi, Gene Hale, Tyrone Hampton, R. Christine Hershey, Anna S Johnson, Ky Chueon Kim, Keith McCarthy, Jan Perry, Denis Quinonez, Mark Robertson, W. Steven Temple, Cecilia Wu

**Absent:** Anna Johnson, David R. Harlow, Sean Piazza

**Staff Present:** Joel Ayala, Wason Fu, Espie Hernandez, Sabra Purifoy, Christian Olmos, Chavon Smith, Brian Stiger

**Public:** Lillian Fong, Sabra Johnson, Ghayane Zakarian

#### **Item 3: Approval of Minutes for Regular Meeting**

##### **April 20, 2016**

The motion to approve the minutes for April 20, 2016 was moved by Commissioner Kerry Doi, seconded by Commissioner W. Steven Temple. During discussion, the following amendments were made to the draft minutes:

- **Item 4: Small Business Utilization Motion Update**  
Commissioner McCarthy requested clarification on whether the Department hired KH Consulting group to “implement” or design a utilization plan, as indicated in the draft minutes; DCBA Director Brian Stiger confirmed that “implement” should be changed to design, and Commission McCarthy recommended the amendment.

The motion to approve the Small Business Commission Regular Meeting minutes for April 20, 2016, with amendments, passed unanimously.

##### **October 19, 2016**

The motion to approve the minutes for October 19, 2016, was moved by Commissioner Keith McCarthy, seconded by Commissioner Gene Hale.

- **Item 2: Roll Call and Confirmation of Quorum.**  
Co-Chair Cecilia Wu noted that Co-Chair Christine Hershey is not listed under

The motion to approve the Small Business Commission Regular Meeting minutes for October 19, 2016, with amendments, passed unanimously.

#### **Item 4: 2017 Small Business Commission Meeting Dates**

The Commission was presented with a proposed schedule for the 2017 Small Business Commission Quarterly Meetings.

- Wednesday, January 11, 2017
- Wednesday, April 12, 2017
- Wednesday, July 12, 2017
- Wednesday, October 11, 2017

All meetings will begin at 10:00 a.m. and be held in the Hall of Administration, Room 739.

The motion to approve the 2017 Small Business Commission meeting schedule was moved by Commission Mark Robertson, seconded by Commissioner Jan Perry. Motion passed unanimously.

#### **Item 5: Small Business Commission Chair and Vice Chair Nomination**

Co-Chairs Hershey and Wu opened discussion on the development of a Nominating Committee to facilitate the 2017 nominations for Chair and Vice Chair. Commissioner Robertson was appointed as Chair of the Nominating Committee. The Nominating Committee will have representation from each district, and include:

- |   |                          |
|---|--------------------------|
| ▪ Commissioner Mark J. Robertson, Chair | 2 <sup>nd</sup> District |
| ▪ Commissioner Diane Araujo             | 1 <sup>st</sup> District |
| ▪ Commissioner W. Steven Temple         | 2 <sup>nd</sup> District |
| ▪ Commissioner R. Christine Hershey     | 3 <sup>rd</sup> District |
| ▪ Commissioner Keith McCarthy           | 4 <sup>th</sup> District |
| ▪ Commissioner Cecilia S. Wu            | 5 <sup>th</sup> District |

The Nominating Committee will provide the nomination and elections procedures for the Commission, in preparation for the election, which will be held at the next Small Business Commission meeting on January 11, 2017.

#### **Item 6: 2015-2016 Assessment of County Commissions**

Chief Deputy Director Ayala presented the 2015-2016 Assessment of County Commissions, a report conducted by an outside consultant, at the request of the Board of Supervisors. The final report included recommendations to improve the function and effectiveness of all County Commissions. In addition to the Assessment report, DCBA staff prepared a summary of the recommendations relevant to the Small Business Commission. Mr. Ayala informed the commission that the department has implemented several of the recommendations, including: providing a staff liaison to work with the commission, posting meeting agendas and minutes on the commission webpage to increase public access, providing an annual report of commission activities to the Board, and continuing to provide an administrative manual to members of the commissions.

The following requests were made during discussion on the Assessment recommendations:

##### Recommendation #4: Develop an Administrative Manual for Each Commission

Commissioner McCarthy would like the staff to explore the possibility of creating an audio version of the Administrative Manual.

#### Recommendation #8: Remove Chronically Absent Commissioners

Commissioner Bishop recommended that the Commission develop a best practice concerning commissioner attendance by notifying a Supervisor if their appointee is chronically absent, communicating the impact their absence has on the Commission.

Commissioner Robertson recommended that the chair of the Commission first meet with a chronically absent commissioner- following a determined number of absences- to communicate the importance of commissioner attendance, meeting the quorum requirement, district representation and service to the small business community.

#### **Item 7: Mandatory Commissioner Trainings**

There are two mandatory commissioner trainings which must be completed annually, the County Policy of Equity training, and the Cultural Diversity Awareness training. Commission Services staff is currently working to schedule the trainings for February 2017. The two trainings will be combined, and will run approximately two hours. Commissioners will be provided additional information in early January.

#### **Item 8: Committee Reports**

##### Executive Committee

Co-chair Wu provided the Executive Committee report. The committee last met on Friday, October 14, 2016, however the committee was unable to take action on any agenda items due to the lack of quorum. The next Executive Committee is Friday, December 9, 2016. The Executive Committee will be evaluating the function and composition of the Commission's current committees and discuss the possibility of merging or eliminating committees. The Executive Committee will also be reviewing the 2016 Annual Report. Co-chair Wu invites all interested commissioners to attend the Executive Committee meeting.

##### Outreach Committee

The Outreach Committee has not met since the last full Small Business Commission meeting on October 19, 2016. The next Outreach Committee meeting will be held Friday, December 9, 2016.

##### Procurement Committee

The Procurement Committee has not met since the last full Small Business Commission meeting on October 19, 2016. Committee Chair Kerry Doi discussed the focus of the committee, which is identifying procurement opportunities for small business owners and looking at the County's purchasing activities by sector.

##### Reciprocity Committee

The Reciprocity Committee has not met since the last full Small Business Commission meeting on October 19, 2016. Committee Chair Jan Perry informed the Commission that there are pending reciprocity agreements, and more information will be available in January. Commissioner Perry requested that an item on the reciprocity agreement with Metro be included on a future agenda.

##### Economic Development Committee

The Economic Development Committee last met on November 1, 2016. Committee Chair Mark Robertson discussed the committee's continuing focus on identifying small business services, and the recent presentation from Jesse Torres of the Governor's Office of Business and Economic Development (GO-Biz). The presentation provided a comprehensive overview of the services available through GO-Biz, resources available to small businesses, and ways the commission can advocate for small businesses. Key elements of the presentation included an introduction to the Office of Small Business Advocates, the Capital Infusion Program, the Small Business Loan Guarantee Program, CalBIS, and the newly launched CA Made program.

The committee was also provided an update on the newly formed Economic Development Policy Committee, comprised of Board Deputies, which focuses on strengthening coordination across departments.

### **Item 9: Department Update**

#### Quarterly Certifications

Mr. Ayala provided the following information regarding business certification:

There are currently 1,320 certified vendors, 1,289 of those are Local Small Business Enterprises (LSBE), and 13 of that group are new business. There are 30 Disabled Veteran Business Enterprises (DVBE), 6 of those are new businesses. There is also 1 business that has been certified as a Social Enterprise, and there are currently 12 under review.

#### Utilization Plan Update

Sabra Purifoy, Chief of Small Business Services (SBS), provided an update on the division's activities with the utilization plan. 31 LA County departments have appointed Small Business advocates, and SBS staff has been meeting 1-on-1 with the advocates. To date, they have met with 10 advocates, with plans to meet with an additional 10 by the end of the year, and the remaining advocated in early 2017. The goal is to meet with advocates and develop goals and best practices to achieve the 25% utilization goal.

### **Item 10: Upcoming Events in Small Business Services**

The Commission was presented with a list of planned events for Small Business Services in 2017. In addition to ongoing outreach and partner events, Small Business Services is planning 5 primary events, including a PTAC event in March 2017 and Small Business week in May 2017.

The next event is LA County's Contracting Connections on December 8, 2016.

### **Item 11: Future Agenda Items**

Commissioner McCarthy requested an update on the Wage Enforcement Program, including the results and cost of implementation.

Commissioner Perry requested an item on the Citywide Economic Development Strategy and Hire LA Youth program, to be presented by partners from the City of Los Angeles

Commissioner Bishop requested data on purchasing opportunities and contract awards by size of business

### **Item 12: Public Comment**

Director Brian Stiger spoke to the Commission about the growth of the program, from one Consumer Protection program 2 years ago, to four major programs- including Small Business Services, and announced that Sabra Purifoy will be appointed the permanent program chief of Small Business Services. Ms. Purifoy is one of the main architects of the Small Business Utilization 4 year plan, wrote the ordinances with County Counsel, and is very focused on ensuring that the Board's goals are met. The Small Business Services staff has doubled in size, from 7 to 14 staff members, and will focus on the goals for small business utilization, and social enterprises.

### **Item 13: Adjournment**

The Small Business Commission meeting was adjourned at 11:57 a.m.